

980867 2-11-00

Employee & Manager Checklist of Financial Obligations/Property

For Separation/Leave of Absence

*** IBM CONFIDENTIAL WHEN COMPLETE ***

(Page 1 of 2)

EMPLOYEE NAME SERIAL DEPT/DIV
WILLIAM REID 980867 121C/05

HOME ADDRESS CITY STATE ZIP
7819 PENCROSS LANE DALLAS, TX 75248

WORK ADDRESS: 1605 LBJ FREEWAY DALLAS, TX 75234

Section II Type of Transaction Method of Payment (leaves only)
X Separation _ A) Obligations paid in full
_ Leave _ B) Continue monthly payments
_ C) Repayments suspended

Section III Financial Obligations (Place an X next to Items that apply)

Col. 1	Balance	Col. 2	Balance
ADVANCES		OVERPAYMENT	
Airline	_____	TEA	_____
M & L	_____	Salary	_____
Salary	_____	EMERGENCY AID LOAN	_____
Travel	_____	EMPLOYEE PURCHASE	_____
Working Funds	_____	Loan	_____
ASSIGNMENTS		Order In-Process	_____
Domestic:		RELOCATION	
State Tax Loan	_____	Home Equity Loan	_____
Rent Sec. Dep.	_____	Lump Sum Adjustment	_____
International	_____	MISCELLANEOUS	
CHARGE CARDS		Employee Payments	_____
Paid by IBM	_____	Overdraft(s)	_____
Telephone-Type:	_____	Home Terminal	_____
Acct# _____	_____	Commission/Bonuses	_____
		(Zero dollars due employee)	_____
		New Hire Sign-On	_____
		Bonus	_____

Other (Please List)

_____	_____	Total Section V	0
_____	_____	Total Col. 2	0
_____	_____	Carry-over Col. 1	0
_____	_____	Gross Total	0

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Section IV Property/Equipment (Place an X next to items that apply and indicate Yes or No on Returned column)

	Returned (Yes/No)		Returned (Yes/No)
CALLING CARD	YES	Mobile Phone	-
Charge Cards	✓ YES	Fax Equipment	-
Home Terminal	✓ YES	PAGER	✓ YES
Software	✓ YES		

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Section V Charge Cards

American Express \$ _____ Diners Club X \$ 0.00

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Section VI Statements of Understanding Signatures

Employee should read and sign the applicable subsection (A or B) below:

(A) The undersigned employee acknowledges that at the present time, except as set forth in Section V, he/she owes IBM the above listed debts and promises that he/she will pay IBM this amount. In accordance with this promise, the employee voluntarily directs IBM to deduct up to the total amount of such debts from any compensation that he/she is owed in the future. The employee promises to pay IBM any balance remaining after such deduction within six months from date of separation unless there are extenuating circumstances which warrant an extended repayment period. The undersigned employee further acknowledges that he/she owes any credit card balance as set forth in Section V to American Express or Diners Club and voluntarily authorizes IBM to deduct such amount from any compensation that he/she is owed at the present time or may be owed in the future and make such payment to the applicable credit card company on the employee's behalf.

Employee Name
WILLIAM REID

Employee Signature

William J Reid

Date

2/15/00

(B) The undersigned employee promises to pay IBM within six months from date of separation any debts he/she owes IBM at this time, the existence of which is not presently known to the employee's manager or the amounts of which have not been ascertained.

Employee Name
WILLIAM REID

Employee Signature

William J Reid

Date

2/15/00

Interviewer or Manager Name

Mary J. Brown

Interviewer or Manager Signature

Date

2/15/00